

**Minutes of the Clavering Parish Council Meeting held via Zoom on Monday 8<sup>th</sup> June at 7:30pm.**

Present – Councillors Stephanie Gill (Chairman), Rob Clayton, Richard Carter, Nigel Cook, Rebecca Stanford, Michael Patmore, Brian Barrow, Martina Ryan.

Cllr Patmore abstained from all votes due to a microphone malfunction.

3 members of the public were in attendance: District Councillor Oliver and County Councillor Gooding in part.

- 1. Chairman welcome** – The Chairman thanked everyone for ‘Zooming in’, and advised that it was still the recommendation that Parish Council Meetings continue to meet remotely even though Covid -19 was entering an unwinding stage, 80% of Essex PC meetings have been taking place virtually. The volunteers who have been carrying out the numbers patrol will be finishing their role at the end of June after 2 1/2 months, while the volunteers who have been making cloth face masks are still carrying out their work. The Village Hall Fete Committee have advised that the Fete will not now take place in September and they look forward to June 2021. Cllr Gill has attended two EALC Uttlesford & Braintree Chairman Forums via Microsoft Teams, and has enrolled to attend the free-of-charge online forum, about the writing of Health & Wellbeing Plans being promoted by EALC, on 30th June 2020.

It was noted that the agenda and meeting documents for the meeting did not appear on the website – an apology was offered for this and it was addressed in item 14.2. The agenda was posted on the PC notice board per requirements.

Finally, the rare Scarlet Malachite Beetle was spotted at Stickling Green this year and also a large colony has been found at another, previously unrecorded, location in the village.

- 2. Apologies for absence** – Apologies were received from Cllr Couchman. He has been informed that it is possible to join zoom meetings by conference call.
- 3. Declaration of Interest** – Cllr Clayton declared a personal and prejudicial interest in section 12.
- 4 Public Participation Session** – No comments were made.
- 5 To approve and sign minute of previous meetings** –
- 5.1** The minutes of the Clavering Parish Council meeting held on 11<sup>th</sup> May 2020 were approved **P: Cllr Cook, S: Cllr Clayton, In favour 7, Ab 1.**
- 5.2** Cllr Couchman has requested that an amendment be made to Item 7, on the May minutes. As he was not present at the meeting it has been added to these minutes. “I will not be attending the training courses in June and July, suggested by EALC. I will be attending training on Declarations of Interest, and Code of Conduct Matters as agreed with the Standards Committee. I will attend any training arranged for CPC as recommended by the Standards Committee, but I will not be paying for this personally, unless other Councillors do so.” The misquote arose as a misread of a letter sent which was then placed as such on the May 2020 Agenda.
- 6 District and County Councillors Reports** – Cllr Oliver reported that UDC has a new Chairman, and Vicechair, but nothing much had been happening. Cllr Gooding arrived later in the meeting, he reported that 85% of Essex schools had reopened, in limited capacities, however there are concerns about transport, as school buses will have to run with reduced capacity, so when more pupils return in September the logistics will have to be worked out to maintain safety.

**7 Planning**

**7.1**

| Planning Reference | Address   | Proposal  | Decision   |
|--------------------|---|---|--|
| UTT/20/1103/HHF    | Yeomans Cottage<br>Wicken Road, Clavering<br>CB11 4QT     | Removal of existing thatched roof, construction of gable ends, construction of pitched roofs over dormer windows, and fitting tiled roof to match existing. | <b>Awaiting Decision</b><br>08.07.2020<br><br><b>No comments</b> |
| UTT/20/1139/FUL    | Land Rear Of Hillcrest<br>Hill Green, Clatterbury<br>Lane | Erection of 1no. dwelling - Revised scheme to that approved under UTT/18/1837/FUL   | <b>Awaiting Decision</b><br>26.06.2020<br><b>No comments</b>     |
| UTT/20/1163/HHF    | Lambourne, Stortford<br>Road, Clavering, CB11<br>4PE      | Proposed single storey rear extension and loft conversion.  | <b>Awaiting Decision</b><br>14.07.2020<br><b>No comments</b>     |

**7.2 UDC Decisions**

| Planning reference                            | Address   | Proposal   | Decision                               |
|---|---|--|--|
| UTT/20/0667/FUL                               | Land Rear Of Side Stream, High Street, Clavering, Saffron Walden, Essex, CB11 4QR | Erection of 6 no. dwellings including widening of existing bridge  | <b>Awaiting Decision</b><br>18.05.2020 |
| UTT/20/0782/HHF                               | Roast Farm, Langley Road, Clavering, Saffron Walden, Essex CB11 4SQ               | Proposed two storey side extension (revised scheme to approved UTT/17/0266/HHF and UTT/17/0267/LB)   | <b>Awaiting Decision</b><br>25.05.2020 |
| UTT/20/0786/FUL<br>Commented on<br>27.04.2020 | Hazeldene, Langley Road, Clavering, CB11 4SQ                                      | Proposed demolition of 2no existing out-buildings and erection of 1no detached dwelling with detached garage   | <b>Awaiting Decision</b><br>29.05.2020 |
| UTT/20/0913/FUL                               | Ashcroft, Wicken Road   | Erection of 4no. detached dwellings with associated landscaping and cartlodge parking (Revised scheme to UTT/19/1381/FUL approved under appeal APP/C1570/W/19/3241983) | <b>Awaiting Decision</b><br>18.06.2020 |
| UTT/20/0616/FUL                               | Britannia Works, Stickling Green, Clavering, Essex                                | Change of use from D1 (gym) to mixed use (gym and office)  | <b>Awaiting decision</b><br>25.05.2020 |

8. **Neighbourhood Plan** – A report was received. Cllr Gill informed the Cllrs that Arkesden Parish Council have agreed not to take part in the Neighbourhood Plan at this time, but possibly when a new Local Plan starts to take shape and have been informed that Wicken were not interested. Agreed Clavering PC to wait on further Local Plan information from UDC.
9. **Defibrillator at Village Shop** – It was determined to instruct an electrician from Community Heartbeat (suppliers) to install the defibrillator, at a cost of £200+VAT after no response from electricians that had been asked locally.  
**P: Cllr Stanford, S: Cllr Carter, In fav 7, Abst 1.**
10. **Willow Tree** – Following concerns from a Parishioner, the Willow Tree next to the Cricketers and Pond Cottage was investigated for slow leaf development by Cllrs Carter and Barrow. Neither reported problems, but will keep it under surveillance, and noted that the slow growth may be due to the drought last summer which stressed the tree.
11. **Parking on Hill Green** – It was acknowledged that Covid-19 Lockdown has meant that cars are not moving as residents work from home. It has been noted that the following occurrences have been witnessed:  
The Chapel: A Black BMW has been permanently parked on track leading to The Chapel. Cars attached to this property have been parked on green outside The Chapel and also those of workman attending the property are parking under the willow trees. More concerning is a builder's truck which has been seen to drive across the green from the road entrance. Cllr Carter erected a sign asking that the green not be driven on as the grass is being damaged.  
Cllrs Cook and Stanford declared personal interests as a friend of the parishioners and were placed in the waiting room.  
Pleasant Views: Building work is being carried out, but a letter has not been sent to the PC advising that builder's vehicles would need to park on the green, or a skip be placed on it, nor that the Village Green would be made good after the works.  
Pond Cottage: A carpenter's van, and other builder's vehicles have been seen to cross the adjoining village green and park in the adjacent farmers field. The PC has written to the owners on many occasions and explained that there is no vehicular right of access across the village green for Pond Cottage at that place.  
The Clerk was instructed to write to the owners of the three properties.  
Cllrs Cook and Stanford rejoined the meeting.

Cllr Clayton was placed in to the waiting room. Cllr Gill declared a personal interest as a friend of the parishioner of Item 12, so made a statement, and then was placed in to the waiting room.

- 12. Stickling Green Grass Re-seeding** – Cllr Gill made a statement: She had spoken to Mike Rowley while he was at Stickling Green carrying out his Scarlet Malachite Beetle survey. Mr Rowley does not have a record of the grasses at the green - it is on his to-do list. He felt it would be difficult for an introduced mix to be that of the Green as it is. His recommendation was to leave well alone and let nature do its bit. The right grasses and flowers will find their places. Cllr Stanford was elected as Chairman for this section. **P: Cllr Barrow, S: Cllr Carter, 4 in Fav, Abstain**
- 4.** A parishioner has expressed concerns that an area of Stickling Green has become overgrown with thistles and nettles, and had suggested buying seed in from a company. Cllr Carter suggested that the best way to reseed the area would be to strip the seeds of the grasses growing nearby, into a bag and lay them on the affected area, expressing that it would take a while for the area to be re-populated with grasses. Cllr Stanford volunteered Cllr Carter to carry out this work.  
Cllrs Clayton and Gill rejoined the meeting.
- 13. Lime Trees** – It was determined that Cllrs Barrow and Carter would cut the stems of the ivy, on the lime trees on Hill Green, once they had finished flowering, allowing them then to die on the tree.
- 14. Representative Reports**
- 14.1 Allotments** – Cllr Patmore, although present at the meeting was unable to be heard. His report was delivered verbally by Cllr Gill. The freshwater leak to the Thames Water site has not yet been repaired, the water has been turned off so as not to flood an allotment patch. The spare ground has been cut by the Balaams. A couple of allotment rents are still outstanding. Some plots appear to be ‘abandoned’ this year so Cllr Patmore will contact the holders as there has been a new request for a plot. The Clerk confirmed that the existing Allotment Rules state no dogs are permitted at the Allotments.
- 14.2 Website and Email** – An NALC publication was released on website accessibility requirements to be in place mid-September 2020, Cllr Gill requested that Cllrs Cook and Stanford look at this in relation to the new website. The Clerk had scheduled training with Corsto to learn how to manage the new website, so would ask their views on the publication. It was requested that the new email addresses were chased up too.
- 14.3 Footpaths and Byways** – None.
- 15. Clerks report** - General correspondence and monthly report circulated. It was requested that the Parishioner at Willow House was thanked for the manner in which the works were carried out on the driveway repair (timely permission sought, materials used and width maintained as per the deeds) and that the name of the contractor was requested, so they could be recommended to others as required. Gigaclear contacted the Council after the agenda had been published with an amendment to the route agreed in January in Starlings Green, sending two spurs off the route (along the road) that would cross the Village Green to provide access to two properties. Under the Communication Act 2003, refusing permission would result in Gigaclear issuing a court order. It was agreed that Cllr Gill would sign the wayleave paperwork for it to be returned to Gigaclear. **P: Cllr Carter, S: Cllr Cook, In fav 7, Abst 1.**
- 16. Risk Assessment Book** – Defibrillator at Village Hall checked 1<sup>st</sup> June 2020 and found to be rescue ready.  
Dick Ball Meadow: dead branch at height but overhanging the entry path. Proposal that a tree surgeon looks at this soonest; also as this is an space used by the public, that quotes are sought for a qualified tree surgeon to carry out of a health check on the trees on parish held land. Amended to include tree in Middle of Coleshill Close as well. **P: Cllr Gill, S: Cllr Carter, In fav 7, Abst 1.**
- 17. Finance**
- 17.1 To approve cheques** - The cheque was approved. **P: Cllr Gill, S: Cllr Stanford, In fav 7, Abst 1.**
- 17.2 AGAR** – To note that an extension has been granted from PKF Littlejohn for the AGAR, to be submitted by 31<sup>st</sup> August, allowing Maurice Howard time to carry out his audit, the intention is to sign the AGAR off at the July meeting. Information about clarification of what needs to be submitted to PKF Littlejohn is on the Clerk’s Report. To note: PKF Littlejohn has advised that currently the Parish Council is able to be an exempt organisation.
- 17.3 Finalising the End of Year Accounts - Payslip and Payroll information.** It has been noted that the Clerk’s January 2020 payslip accounted for 3hrs of extra hours, when 3.5 hours of extra time were approved by the Council at the January meeting. The end of year Payroll Information produced shows a figure £5.08 less than those of the Parish Council Books. It is suggested that to rectify this, as the hours worked and paid for are the correct figures, 0.5 hours of extra time be added to Clerk’s salary for June 2020 for external Payroll Account purposes. There is no HMRC implication for the two financial years. It was determined to ask Maurice Howard on how he would want it recorded.
- 17.4 Saffron Building Society (SBS)** – to note re. Minutes March 2020 Item 22.2 Moving £5,000 to One Year Fixed Rate. Papers were signed by two signatories, whilst a third was unwell. Lockdown re Covid-19 took place and SBS closed to such transactions. It was determined to write to them, or post the Pass Book.

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| <b>Credit Received (Paid in 4<sup>th</sup> June)</b> | EALC bursary Law and Procedures –<br>Cheque lost in the post in October<br>£67.50 |
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|--|--------------|------------|
|  | Allotments - | £19.50     |
| <b>Wages s/o</b>   |              | £523.68    |
| <b>Balance at NatWest Bank 1<sup>st</sup> June</b>             |              | £12,716.24 |
| <b>Balance of Clerk's Expenses Account 29<sup>th</sup> May</b> |              | £82.03     |

| <b>Clerk's Expenses Account</b> | <b>Detail</b>                  | <b>Amount</b> | <b>Total</b>  | <b>VAT</b>    |
|---------------------------------|--------------------------------|---------------|---------------|---------------|
| 16.05.2020                      | Clerk's Expenses Printer Ink   | £6.66         | £7.99         | £1.33         |
| 18.05.2020                      | Clerk's Expenses Adobe Acrobat | £8.32         | £9.98         | £1.66         |
| 06.06.2020                      | Corsto website hosting         | £29           | £34.80        | £5.80         |
| 02.06.2020                      | Zoom Meetings                  | £11.99        | £14.39        | £2.40         |
| <b>Total</b>                    |                                |               | <b>£67.16</b> | <b>£14.59</b> |

| <b>Cheque</b>                       | <b>Detail</b>                   | <b>Amount</b> | <b>Total</b>      | <b>VAT</b> |
|-------------------------------------|---------------------------------|---------------|-------------------|------------|
| <b>1900</b>                         | Clerk's Expenses Account top up |               | £67.16            | £14.59     |
| <b>Total of Cheques to be paid</b>  |                                 |               | £67.16            | £14.59     |
| <b>Total of Outstanding Cheques</b> |                                 |               |                   |            |
| <b>After above Cheques</b>          |                                 |               | <b>£12,649.08</b> |            |

**18. Items for next agenda:** It was requested that written reports for agenda items are sent to the Clerk to enable them to be sent out with the agenda.

Greens policy – draft review.

Review of Grass Cutting – The Clerk requested that a list of the areas that had not been cut was sent to her, so she could contact Paul Abrahams, rather than wait until the next meeting.

UDC Grass Cutting – Clerk was instructed to fact find, to determine whether their cutting methods had changed, as long grass had been left once

**19. Dispute** – To note that the Dispute Committee will be meeting on Tuesday 9<sup>th</sup> via Zoom to discuss the latest letter from the Insurer's Solicitor. Cllr Cook has stepped down from the Dispute Committee. Cllr Gill made a statement: Cllr Cook was invited to join the Dispute Committee on a temporary basis in 2018 to ensure the committee was quorate should there be a need to meet when the Chair was away on extended holiday. The temporary membership requirement has passed. Cllr Gill thanked Cllr Cook for having undertaken this and all his work on the Committee.

No discussion was held during the meeting.

**The meeting ended at 20.54**

**Date of next meeting: Monday 13<sup>th</sup> July 2020**

Signed .....13<sup>th</sup> July 2020

**Cllr S. M. Gill**